

Sevenoaks Town Council

Minutes of the meeting of the Finance & General Purposes Committee Held on 24th April 2023 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://youtube.com/live/iYgvj4QhKWU>

Meeting commenced: 7:20pm

Meeting Concluded: 8:10pm

Present:

Cllr Tony Clayton, Chairman	Present	Cllr Victoria Granville-Baxter	Present
Cllr Keith Bonin, Vice-Chairman	Apologies	Cllr Roderick Hogarth	Present
Cllr Libby Ancrum	Present	Cllr Mrs Rachel Parry, Mayor (ex-officio)	Present
Cllr Sue Camp	Apologies	Cllr Richard Parry	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Apologies
Cllr Andrew Eyre	Present		

Substitute	For
Cllr Nick Busvine	Cllr Keith Bonin
Cllr Mrs Parry	Cllr Simon Raikes

In attendance: Cllr Claire Shea, Town Clerk, Responsible Finance Officer and Senior Committee Clerk.

Representation received from Member of the Public: None

37 Apologies for Absence

As noted above.

38 Dispensations

There were no requests for dispensations.

39 Declarations of Interest

Cllr Eyre declared a pecuniary interest in Agenda Item 5.2, Insurance Renewal, insofar as the discussion referenced the House in the Basement Youth Café location at The Stag Theatre.

40 Minutes of the Finance & General Purposes Committee on 27th February 2023

RESOLVED: to receive and sign the Minutes of the Finance and General Purposes Committee held on 27th February 2023 as a true record.

41 Finance Reports

41.1 Management Accounts to 28th February 2023

The Committee received and noted, for the period ended 28th February 2023, the Responsible Finance Officer's Report with Variance Analysis, Income and

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Expenditure, Working Capital Summary, Statement of Fund Balances and Capital Expenditure and funds.

It was noted that the year-to-date position at the end of February 2023 gave a revenue deficit of £55,052. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement to be actioned at year end, which offsets the Bat & Ball Station year to date deficit of £87,492, the adjusted position was a surplus of £32,440.

It was noted that inflation continued to have an impact on some council spend, with energy cost now estimated at £27k higher than budget.

It was, however, anticipated that the full year surplus would meet the target of increasing general reserves by £20,000. The Chairman congratulated officers on this achievement during a turbulent year.

RESOLVED: To accept the Management Accounts 1st to 28th February 2023.

41.2 Insurance Renewal

The Committee noted the Town Council's 2023/2024 insurance renewal with Zurich Municipal at a premium of £13,903.84.

The Responsible Finance Officer advised that there could be a slight adjustment to the premium once the fixed assets review was completed at the end of the year.

RESOLVED: That the Town Council's Insurance Policy Schedule for 2023/2024 be received and noted.

41.3 Internal Audit Third Visit Report 2022/23

The Committee considered the Internal Audit Report.

It was noted that small discrepancies noted in the daily takings and end of day till reports at the Cafes were a matter of recording and all income was correct: procedures had been put in place to address this.

RESOLVED: That the Internal Audit Third Visit Report be received and noted.

41.4 The Committee received and noted:

Suppliers Accounts for:

- 1st to 28th February 2023, total invoices £91,962.38

List of Payments Sevenoaks Town Council Nat West Account

- 1st to 28th February 2023, total payments £161,098

List of Payments Mayor's Charity Account:

- 1st to 28th February 2023 - None

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Payroll Accounts for:

- 1st to 28th February 2023, total payments £77,904.63

Petty Cash Accounts for:

- 1st to 28th February 2023, total payments £707.34

41.5 Hospitality and Gifts Register: None received.

42 Community Infrastructure Levy (CIL) Report

It was noted that:

- the total unallocated sum to be used for infrastructure projects at October 2022 was £68,947.97
- £30,086.04 had been allocated to The Stag Theatre solar panels project at the meeting of this Committee in February 2023
- the current record of receipt due in April 2023, representing CIL collected between October 2022 and March 2023, was £29,498.08
- The total unallocated balance was therefore £68,360.01

The Committee considered the allocation of CIL towards the purchase of a secondhand tractor-mounted seed spreader.

RESOLVED:

- 1) that the report be received and noted; and
- 2) £10,000 of CIL funding be allocated towards the purchase of a secondhand tractor-mounted seed spreader

43 Cyber Essentials

It was noted that the Town Council had been accredited with the Cyber Essentials Certificate of Assurance.

44 Wednesday & Saturday Markets, Sevenoaks

It was noted that the Town Council had been successful in its tenders to Sevenoaks District Council to operate the Wednesday and Saturday Markets in Sevenoaks Town.

45 SENCIO Funding Agreement

The Committee noted the terms of the Sencio Funding Agreement under which the Town Council was entitled to a partial refund of grant funds (on a sliding scale) due to the breach of conditions following the closure of Sencio due to insolvency. The Town Council had followed its fiduciary duty to residents and registered its financial interest with the insolvency agents, Evelyn Partners.

RESOLVED: That the report be received and noted.

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46 Provision of Electric Vehicle Charging Bollards at Raleys Car Park

In line with the Town Council's Green Community Investment Plan, consideration was given to a proposal from Ubitricity to install Electric Vehicle charging bollards at Raleys Car Park. Ubitricity would fully fund the project and assist with marketing. The Town Council would receive 5% of the net revenue from the chargers.

Councillors agreed that this would be a useful addition to the Town. The impact on the car park spaces for permit holders would be kept under review.

RESOLVED: That the proposal to work with Ubitricity to install 12 EV charging bollards at Raleys Car Park be approved, on the basis set out above.

47 Notes of Meetings regarding Celebration of the Coronation of King Charles III

RESOLVED: That the notes of the meetings regarding the celebration of the Coronation of King Charles III held on 22nd March and 12th April 2023 be received and noted.

48 Minutes of Town Team meeting held on 5th April 2023

RESOLVED: That the minutes of the meeting of the Town Team held on 5th April 2023 be received and noted.

49 Press Release

It was agreed that Press Releases be issued in respect of the Cyber Essentials Accreditation and the success of the Town Council's bid to continue to provide the Wednesday and Saturday Markets in Sevenoaks Town.

50 Exclusion of Public and Press

RESOLVED: under the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press for the following item by reason of the confidential nature of the business.

51 Town Clerk's Report relating to Recruitment

RESOLVED:

- 1) To formally approve the recruitment of the RFO / Deputy Town Clerk as per the Town Clerk's report
- 2) To note that reasonable relocation expenses may need to be paid
- 3) To note that Sevenoaks Town Council is also still seeking to recruit for a Senior Groundsman role, part time Allotment Officer and Catering staff

The RFO returned to the meeting and the Chairman requested that the meeting record its gratitude to Ros Shaw for all her dedicated and efficient work in the role and wish her the best for the future.

There being no further business the Chairman closed the Meeting.

Signed

Chairman

Dated